



MINUTES of the PARISH COUNCIL MEETING held on Monday 07 July 2025 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllr R Abbott, Cllr D Clarke, Cllr J Lee, Cllr G Mark, Cllr A Mendel (Chair), Cllr S Page, Cllr B Plumbly and Cllr B Stennett.

Also in attendance: County Councillor Simon Harley and 2 members of the public.

01 OPENING

Cllr Mendel declared the meeting open at 7.30pm and thanked all for attending. A statement was read out by the Chair indicating that, in accordance with legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting, providing permission has been sought from the Clerk and/or Chair.

02. APOLOGIES FOR ABSENCE

To note and approve apologies received – Cllrs noted and approved apology received from District Councillor Potter.

03. DECLARATIONS OF INTEREST

- (a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – Councillor Abbott declared an interest in the public discussion of land transfer between the church and the Abbott family.
- (b) To receive notifications of gifts of hospitality exceeding £50 – none submitted.
- (c) To note the determination of requests for dispensations for items on the agenda under discussion – Councillor Abbott will participate in the land discussion to provide information only.

04. MINUTES

To consider and approve the minutes of the previous Parish Council meeting held on 2nd June 2025 –

Cllr Stennett proposed that Council approve the minutes as a true and accurate record of the proceedings that took place with the above note, seconded by Cllr Lee - aif. The Chair signed a copy of the agreed minutes.

05. REPORTS FOR INFORMATION

- (a) A written report had been circulated from Cllr. Harley and a copy of this report is available with the meeting papers. Cllr Harley advised everyone to respond to Local Government Reorganisation Surveys from both BMSDC and SCC.
- (b) No report is available from Cllr. Potter due to absence

06. CLERK'S REPORT

- (a) Actions were noted.



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- (b) To note correspondence received in March 2025.
- 1) BMSDC Email re. Community Governance Review
No response
 - 2) Email from BMSDC re. Licensing changes
No response
 - 3) BMSDC June Update
For Information Only
 - 4) NSIP Update
FIO (spreadsheet available on request)
 - 5) SALC Climate Survey
No response
 - 6) BMSDC Changes to Online Mapping
FIO
 - 7) Suffolk Community Awards
FIO (individuals can make nominations)
 - 8) EB Passenger Group Minutes
FIO
 - 9) Suffolk County Council LGR Survey
No response
 - 10) Highways Orwell Bridge Update
FIO
 - 11) SALC News Bulletin
FIO (note remote meetings info)
 - 12) Invitation to SCC Briefing
Cllr Lee would like to attend and will check availability
 - 13) Highways Orwell Bridge Update
FIO
 - 14) SALC AGM Livestream link
FIO
 - 15) Highways notification re. A137
FIO
- (c) Quote for repair to dog waste bin – Councillor Plumbly will seek another quote as Councillors felt this quote was too expensive.
- Village sign – awaiting two further quotes. Councillor Plumbly will advise on the verbal quote he received.
- Playing field registration – Clerk to get another solicitor quote, Councillor Page to provide Clerk with Deeds and other relevant documents.
- School sign – Enquiries have been made with SCC but no response received. Councillor Harley offered to follow up with Highways. Clerk to email Cll Harley progress so far.

07. PUBLIC FORUM

- (a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted –
- None.
- (b) To receive comments or questions relating to Tattingstone in particular –



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- A member of St Mary's PCC provided the Parish Council with information on plans to extend the church's burial capacity. An agreement was in place to extend into land on Church Road owned by Councillor Abbott's family; however the family has instead suggested Bridge Field, which overlooks Alton Water. This is a larger area and would provide significant extra burial space as well as a memorial area. The PCC requested Council support, which Councillors agreed would be provided as a letter from the Clerk.
 - The PCC also noted that access to the playing field from the church will be restricted from the 21st July for renovation works.
 - A resident asked for progress on the school sign, expressing concern for dwindling pupil numbers. Actions are as above.
 - Councillor Abbott enquired about the possibility of repairing 30mph limit signs in the village. Councillor Harley stated that Suffolk Highways will not repair/clean repeater signs but the Parish Council can fund these works if they wish to.
- (c) To receive questions and comments submitted in writing/email for future consideration by the Council – nothing raised

Councillor Stennet left the meeting at 8.36pm

County Councillor Harley left the meeting at 8.37pm

08. FINANCE REPORT

- (a) To note the balance of accounts as at 30th June 2025.
The balances were as follows:
- Lloyds Account: £11,609.52
 - Lloyds Savings Account: £35,089.34
- (b) To approve the accounts paid since the last meeting and accounts awaiting payment including forthcoming payments together with the receipts received since the last meeting.
Cllr Mark proposed and Cllr Page seconded that the payments detailed should be ratified and agreed – aif.
- (c) To consider any requests for financial support received from local people or groups –
- None
- (d) To receive the Bank Reconciliation for the period ending 30.06.25.
Considered and approved, aif
- (e) To receive and adopt the Annual Internal Audit Report for the year ending 31st March 2025 as produced by the Council's appointed Internal Auditor
Received and approved, aif
- (f) To approve the amended CIL report for 2024/25
Approved, aif

09. STATUTORY MATTERS

- (a) To receive the updated Finance Regulations & Model Standing Orders ready for adaptation for Tattingstone Parish Council
Councillor Page noted that the Standing Orders section on recording meetings does not match advice provided by Babergh District Council.
Financial Regulations should be adapted with existing financial limits and delegated authority reinstated for the Clerk.
- (b) To review/update/approve the following policies; Data Protection and Information Management Policy, Complaints Policy, General Reserves Policy, Grant Awarding Policy, Health and Safety Policy, Online Banking Policy, Social Media Policy, Staff Appraisal Policy



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It was noted that the previous Clerk's details need to be removed from the Grant Awarding Policy.

Cllr Page proposed to approve the policies, with Cllr Mark seconding and aif.

- (c) To review/update/approve the following statutory documents: Internal Control Policy & Risk Register

Cllr Mark proposed to approve the documents, with Cllr Lee seconding and aif.

09. PLANNING MATTERS

- (a) To consider and agree a response to the following planning matters related to Tattingstone DC/25/02480
Walnut Tree Cottage Tattingstone Park Tattingstone Ipswich Suffolk IP9 2NF
Application for Listed Building Consent - The replacement of windows with timber framed double glazed heritage flush casement units.
Councillor Lee proposed supporting the application, with Councillor Abbott seconding and aif.
PROPOSED BASE STATION UPGRADE AT NEW ROOKERY FARM, TATTINGSTONE,
IPSWICH, SUFFOLK IP9 2LU
Aif to support this application.
- (b) To note the following decision notices received:
None made

11. VILLAGE MATTERS

- (a) To receive an update from the Playing Field Representative
Cllr Page reported that the Village Hall & Playing Field Committee met on the 4th July, where they discussed quotes for play equipment replacement. The PFC will be seeking a financial contribution from the Council and would like to discuss the Council placing the planning application for the play equipment, as well as paying the supplier directly rather than as a grant to the PFC. Clerk to check details.
The Cricket Club are having a good summer and the Football Club will be starting their season at the end of August.
PFC finances stand at £4555.81 after the receipt of some grants.
- (b) Councillor Mendel provided an urgent update on the Neighbourhood Plan (usually a standing agenda item) and requested permission to make changes to the submission based on feedback from another parish's application regarding AONB. Provision should be made for Tattingstone bordering an AONB in the plan.
Cllr Mark proposed, with Cllr Lee seconding and the majority in favour, altering the plan to reflect AONB proximity

12. CONFIDENTIAL ITEM

Councillors approved the end of the Clerk's probationary period, making the position permanent. Agreements were also made on salary and pension.



13. DATES OF FORTHCOMING MEETINGS

(a) Parish Council meeting – Monday 01 September 2025, 7.30pm

The meeting closed at 9.16 pm.

SIGNED.....DATED..... TATTINGSTONE Parish Council

ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
Jul	5(a)	Councillors to complete LGR surveys	All
Jul	6(b).12	Attend SCC LGR briefing	JL
Jul	6(c)	Obtain further quote for dog waste bin repair	BP
Jul	6(c)	Provide Clerk with verbal quote for village sign repair	BP
Jul	6(c)	Chase two outstanding sign repair quotes	RBN
Jul	6(c)	Obtain solicitor quote for playing field registration	RBN
Jul	6(c)	Send Clerk deeds for playing field	SP
Jul	6(c)	Email Cllr Harley SCC sign email chain	RBN
Jul	7(b)	Write letter of support for PCC churchyard plans	RBN
Jul	8(f)	Email amended CIL report and post it on PC website	RBN
Jul	9(a)	Adapt model SOs and Fin Regs for Tattingstone	RBN
Jul	9(b)	Implement policies with changes as discussed	RBN
Jul	9(c)	Adopt both documents	RBN
Jul	9(a)	Register PC support for DC/25/02480	RBN
Jul	9(a)	Register PC support for proposed base station upgrade	RBN
Jul	11(a)	Check CIL payment process	RBN
Jul	11(b)	Amend NP to reflect proximity to AONB	AM



APPENDIX A – List of common abbreviations used.

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
APCM	Annual Parish Council Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BDC	Babergh District Council
BLC	Brantham Leisure Centre
BMCIC	Brantham Management Community Interest Company
BOS	Brantham Open Spaces Group
BMSDC	Babergh & Mid Suffolk District Council
BPC	Brantham Parish Council
CEP	Community Emergency Plan
CAS	Community Action Suffolk
Chq	Cheque
Clr	Councillor
Cttee	Committee
DCLG	Department of Communities and Local Government
FC	Finance Committee
FOI	Freedom of Information
FR	Financial Regulations
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
LPA	Local Planning Authority
LPF	Lower Playing Field
LSC	Legal Sub Committee
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
PC	Parish Council
PCSO	Police Community Support Officer
RFO	Responsible Finance Officer
RFSC	Recreation, Footpaths and Services Committee
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	Safer Neighbourhood Team
SO	Standing Order
TPO	Tree Preservation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, Community and Social Enterprise Organisations
HMC	Village Hall Management Committee